

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST

Authorized Information Technology Schedule Pricelist

General Purpose Commercial Information Technology Equipment, Software and Services

SIN 132-51, 132-51STLOC, 132-51RC INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301 ADP Facility Management

FPDS Code D302 IT Systems Development Services

FPDS Code D306 IT Systems Analysis Services

FPDS Code D307 Automated Information Systems Design and Integration Services

FPDS Code D308 Programming Services

FPDS Code D311 IT Data Conversion Services

FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified



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<http://www.mindpetal.com>

Contract Number: _____ **GS35F0500W** _____

Period Covered by Contract: _____ Jun 21, 2010 to Jun 20, 2015 _____

General Services Administration

Federal Acquisition Service

Pricelist current through Modification # __A095__, dated __8/19/2010__.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

[X] The Geographic Scope of Contract will be domestic delivery only (48 Contiguous States and DC).

2. Contractor's Ordering Address and Payment Information:

a. ORDERING ADDRESS:

MindPetal Software Solutions, Inc.
2275 Research Boulevard, Suite 500
Rockville, MD 20850
Ordering Information : (202) 236-4476
Email: sony.george@mindpetal.com

b. PAYMENT ADDRESSES:

MindPetal Software Solutions, Inc.
2275 Research Boulevard, Suite 500

Rockville, MD 20850
(202) 236-4476

Contractor accepts the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number can be used by ordering agencies to obtain technical and/or ordering assistance:

MindPetal Ordering Information: (202) 236-4476

3. *LIABILITY FOR INJURY OR DAMAGE*

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. *Statistical Data for Government Ordering Office Completion of Standard Form 279:*

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **830132879**
Block 30: Type of Contractor – **Small Disadvantaged Business**
Block 31: Woman-Owned Small Business - **NO**
Block 36: Contractor's Taxpayer Identification Number (TIN): **20-5562072**

4a. CAGE Code: **5NR49**

4b. MindPetal Software Solutions, Inc. has registered with the Central Contractor Registration Database.

5. *FOB Destination*

6. *DELIVERY SCHEDULE*

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER:

SIN 132-51, 132-51STLOC, 132-51RC

DELIVERY TIME (Days ARO)

As Negotiated Between Contractor
and Ordering Activity

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity Discount: None
- c. Dollar Volume Discount: None
- d. Government Educational Institutions are offered the same discounts as all other Government customers.

8. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing:

Not Applicable.

10. Small Requirements:

The minimum dollar value of orders to be issued is \$100.

11. Maximum Order

(All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SIN) is \$500,000:

Special Item Number 132-51, 132-51STLOC, 132-51RC - Information Technology (IT) Professional Services

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! By accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

Outside of scope of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirement of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23. SECTION 508 COMPLIANCE

Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services is not yet available on MindPetal's website. The EIT standards can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE --WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. *ADVANCE PAYMENTS*

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. *SCOPE*

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. *PERFORMANCE INCENTIVES*

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. *ORDER*

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. *PERFORMANCE OF SERVICES*

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. *STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)*

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. *INSPECTION OF SERVICES*

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. *RESPONSIBILITIES OF THE CONTRACTOR*

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. *RESPONSIBILITIES OF THE ORDERING ACTIVITY*

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. *INDEPENDENT CONTRACTOR*

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time□and□materials orders, the Payments under Time□and□Materials and Labor□Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time□and□materials orders placed under this contract. For labor□hour orders, the Payment under Time□and□Materials and Labor□Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor□hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES AND PRICING

Below is provided complete descriptions and pricing information for the IT Services offered. The rates are fully-burdened Government-site rates and fully-burdened Contractor-Site rates and are given per Contract Year (1), (2), (3), (4), and (5), respectively. Our prices assume Contract Year (1) to begin in the first half of 2010, i.e., between 1 January and 30 June, 2010.

1	Commercial Job Title:	Sr. Systems Engineer
	Minimum/General Experience:	Five (5) years of professional experience in one or more of areas like configuration management, system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking.
	Functional Responsibility:	The Senior Systems Engineer provides program leadership and full life cycle support for areas such as configuration management, system architecture, hardware, software, operating systems, distributed computing, data analysis, facilities planning, resource management, programming, system performance, communications, or networking. Work includes analysis, design, programming, testing, training, and documentation. Provides expertise in disciplines such as, process improvement, information security, IT planning etc.
	Minimum Education:	Five (5) years of professional experience in a related field with a Bachelor's Degree or higher. Four (4) years of experience with a Bachelor's or higher in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Eight (8) years of professional experience in a related field with no degree requirements

2	Commercial Job Title:	IT Specialist II
	Minimum/General Experience:	Seven (7) years of general experience in systems engineering including five (5) years of specialized experience in the area of expertise. As an expert designer, consults with clients to learn and define their business requirements or problem areas and use technical expertise to provide solutions to clients' needs. Prepares program specifications, assists with the preparation of user documentation and system implementation specifications for extremely complex application and reporting systems.

		Converts and/or ports fully developed code over to other platforms using different processor architectures or operating systems. May guide analysts at a lower level and other technical personnel on assigned work.
	Functional Responsibility:	Responsible for systems design and programming functions dealing with the overall operating system or complex subsystems of the operating system. Develops design specifications for extremely complex application and reporting systems. Works at the highest technical level on all phases of system programming controlling the operating system with considerable freedom to make decisions on the techniques to be used. Prepares recommendations for system improvement for management and user consideration. Acts as a consultant to the technical staff and user community.
	Minimum Education:	Seven (7) years of general experience in systems engineering including five (5) years of specialized experience in the area of expertise with a Bachelor's Degree or higher in an unrelated major. Five (5) years of experience with a Bachelor's or higher in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Ten (10) years of general experience in systems engineering including seven (7) years of specialized experience in the area of expertise with no degree requirements

3	Commercial Job Title:	IT Specialist I
	Minimum/General Experience:	Three (3) years of general experience in systems engineering including one (1) years of specialized experience in the area of expertise.
	Functional Responsibility:	Develops program specifications for application software development under supervision. Defines the logic, performs the coding, tests and debugs the programs for extremely complex application and reporting systems. Prepares system and program specifications and documentation that includes designing report formats, record layouts, screen layouts and algorithms. Implements modifications to existing systems. Documents program and system logic. Defines and designs data capture forms, data conversion procedures, data validation/correction steps, and database definition tables.
	Minimum Education:	Three (3) years of general experience in systems engineering including one (1) years of specialized experience in the area of expertise with a Bachelor's Degree or higher in an unrelated field. One (1) year of experience with a Bachelor's or higher in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Five (5) years of general experience in systems engineering including two (2) years of specialized experience in the area of expertise with no degree requirements

4	Commercial Job Title:	Analyst III
	Minimum/General Experience:	Three (3) years of professional experience in data processing concepts and the rudiments of programming, but not trained or experienced in system-level development.
	Functional	The Analyst III will be well versed in data processing concepts and the

	Responsibility:	rudiments of programming, but not trained or experienced in system-level development. Primary responsibilities include: Support the generation of formal design documentation. Code, test and debug subroutines. Conduct well defined testing of software programs. Configuration control of developmental and operational software; Track project action items; Track design issues and resolutions. Attend customer design reviews.
	Minimum Education:	Three (3) years of professional experience in a related field with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Five (5) years of professional experience in a related field with a Bachelor's Degree in an unrelated major Seven (7) years of professional experience in a related field with no degree.

5	Commercial Job Title:	Analyst II
	Minimum/General Experience:	One (1) year of professional experience in data processing concepts and the rudiments of programming, but not trained or experienced in system-level development.
	Functional Responsibility:	The Analyst II position is designed as an early career step for reliable individuals who are generally well versed in basic data processing concepts and the rudiments of programming, but who are not yet trained or experienced in system-level development. Primary responsibilities include: Support the generation of formal design documentation. Code, test and debug subroutines. Conduct well-defined testing of software programs. Configuration control of developmental and operational software. Track project action items. Track design issues and resolutions. Attend customer design reviews.
	Minimum Education:	One (1) year of professional experience in a related field with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Two (2) years of professional experience in a related field with a Bachelor's Degree in an unrelated major Three (3) years of professional experience in a related field with no degree.

6	Commercial Job Title:	Analyst I
	Minimum/General Experience:	Three (3) months of professional experience in data processing concepts and the rudiments of programming, but not trained or experienced in system-level development.
	Functional Responsibility:	The Analyst position is designed as an early career step for reliable individuals who are generally well versed in basic data processing concepts and the rudiments of programming, but who are not yet trained or experienced in system-level development. Primary responsibilities include: Support the generation of formal design documentation. Code, test and debug subroutines. Conduct well-defined testing of software programs. Configuration control of developmental and operational software. Track project action items. Track design issues and resolutions. Attend customer design reviews.
	Minimum Education:	Three (3) months of professional experience in a related field with a

		Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. One (1) year of professional experience in a related field with a Bachelor's Degree in an unrelated major Two (2) years of professional experience in a related field with no degree.
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7	Commercial Job Title:	Lead Developer
	Minimum/General Experience:	Three (3) years of professional experience in programming and developing web-based applications.
	Functional Responsibility:	The lead developer will be well versed in programming and developing web-based applications. This person leads development effort. This person should have programming experience one or more of programming languages like Java, JSP, PHP, J2EE, C#, C++ etc. Primary responsibilities include: Code, test and debug Web applications. Conduct well-defined testing of software programs. Configuration control of developmental and operational software
	Minimum Education:	Three (3) years of professional experience in a related field with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Five (5) year of professional experience in a related field with a Bachelor's Degree in an unrelated major Seven (7) years of professional experience in a related field with no degree.

8	Commercial Job Title:	Developer II
	Minimum/General Experience:	One (1) year of professional experience in programming and developing web-based applications.
	Functional Responsibility:	The developer III will be well versed in programming and has some experience developing web based applications. This person requires supervision from senior developers and works in teams. This person should have programming experience one or more of programming languages like Java, JSP, PHP, J2EE, C#, C++ etc. Primary responsibilities include: Code, test and debug Web applications. Conduct well-defined testing of software programs. Configuration control of developmental and operational software.
	Minimum Education:	One (1) year of professional experience in a related field with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Two (2) years of professional experience in a related field with a Bachelor's Degree in an unrelated major Three (3) years of professional experience in a related field with no degree.

9	Commercial Job Title:	Developer I
	Minimum/General Experience:	No professional experience required with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed.

	Functional Responsibility:	The developer position is for reliable individuals who are generally well versed in basic programming concepts, but who have limited training or experience in system-level development. Primary responsibilities include: Code, test and debug subroutines. Conduct well-defined testing of software programs.
	Minimum Education:	No professional experience required with a Bachelor's Degree in Information Technology, Computer Science, Engineering, or similar field related to the work performed. Three (3) months of professional experience in a related field with a Bachelor's Degree in an unrelated major One (1) year of professional experience in a related field with no degree.

10	Commercial Job Title:	Technical Manager
	Minimum/General Experience:	With nine (9) or more years of systems integration or systems development experience in a specific technical discipline. The person should have at a minimum, an in depth knowledge of program design on standard systems, as well as system analysis, business modeling, and consulting methodologies. Familiar with a variety of technologies, particularly database and Web.
	Functional Responsibility:	Designs and develops complex solutions for clients using specific technical expertise. Work includes application development, infrastructure planning, and system integration activities. Focuses on the delivery of engagement results to the client; may require involvement in several engagements simultaneously and the coordination of other consultants involved in a specific project phase.
	Minimum Education:	Nine (9) years of experience in a related field with a master degree in Information Technology, Computer Science, Engineering, Management, or similar field related to the work performed. Twelve (12) years of experience in a related field with a Bachelors degree in Information Technology, Computer Science, Engineering, or similar. Equivalent additional experience is any combination of relevant work and formal education totaling six years.

11	Commercial Job Title:	Application Architect
	Minimum/General Experience:	With seven (7) or more years of management consulting, systems integration, or systems development. Should have at a minimum, an in depth knowledge of program design on standard systems, as well as system analysis, business modeling and consulting methodologies.
	Functional Responsibility:	Application Architect may have overall responsibility for the design and development of small to medium scale systems. Technical experience includes work in many aspects of system design and development, and encompasses both detailed and overall integration aspects of system development. In addition, a System Architect may have project management responsibility for a small to medium scale

		<p>projects. Primary responsibilities include:</p> <p>Provide technical direction to project team members, on teams of up to 10 individuals.</p> <p>Schedule, plan, and conduct project review meetings.</p> <p>Perform or lead system engineering studies, including:</p> <p>System load and stress analysis</p> <p>Complete computer configuration studies</p> <p>Throughput analyses</p> <p>Conduct formal acceptance tests</p> <p>Recommend —make/buy decisions.</p> <p>Specify hardware configurations to satisfy customer needs.</p>
	Minimum Education:	<p>Seven (7) years of experience in a related field with a master degree in Information Technology, Computer Science, Engineering, Management, or similar field related to the work performed.</p> <p>Ten (10) years of experience in a related field with a Bachelors degree in Information Technology, Computer Science, Engineering, or similar.</p> <p>Equivalent additional experience is any combination of relevant work and formal education totaling six years.</p>

12	Commercial Job Title:	Project Manager
	Minimum/General Experience:	<p>With five (5) years of project management experience and in depth knowledge of Software Development Lifecycle Methodology (SDLCM).</p> <p>.</p>
	Functional Responsibility:	<p>The Project Manager is responsible for medium-to-large sized projects. These projects may range in size up to 20 persons. The project manager typically has project leadership responsibilities only, although they have significant input into the technical decision-making process.</p> <p>Primary responsibilities include:</p> <p>Support senior resources and leads in meeting with customer to determine project requirements. Generate project-staffing requirements; generate the technical proposal. Support the senior resources and leads in acquiring the necessary resources required to fulfill the needs of the project. Develop task assignments for other project team members. Anticipate cost and schedule problems and resolve them. Lead the conceptual design of the software system. Responsible for meeting milestone and project deliverable requirements. Schedule and conduct all customer meetings. Reconcile all charges against the contract.</p>
	Minimum Education:	<p>Five (5) years of professional experience in a related field with a bachelor's degree or higher in a related major. A related major is considered as Information Technology, Computer Science, Engineering, Management, or similar field related to the work performed.</p> <p>Seven (7) years of professional experience in a related field with a Bachelor's Degree or higher in an unrelated major</p> <p>Nine (9) years of professional experience in a related field with no degree requirements.</p>

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13	Commercial Job Title:	Project Coordinator
	Minimum/General Experience:	Three (3) years related work experience in project management and knowledge of Software Development Lifecycle Methodology (SDLCM).
	Functional Responsibility:	Supports project financial management and administrative activities, including, but not limited to: budgeting, manpower and resource planning, and financial reporting. Provides support to assess, develop and implement complex evaluations of existing procedures, processes, techniques, models, and/or systems related to project management problems. Develops charts, tables, graphs and diagrams to support problem analysis and solution implementation. Provides some supervision and direction to staff on an as-needed basis.
	Minimum Education:	Three (3) years of professional experience in a related field with a Bachelor's Degree or higher. Five (5) years of professional experience in a related field with no degree requirements Equivalent additional experience is any combination of relevant work and formal education totaling six years.

14	Commercial Job Title:	Sr. Database Administrator
	Minimum/General Experience:	Six (6) years of experience in database design and database administration using database management systems (DBMS) in a complex mainframe or network-based environment, similar in size and complexity to the client's environment. Four of the six years of experience must include providing direction to personnel performing database administration tasks and technical expertise in using at least one of the following DBMS products relevant to the specific task: IMS, DB2, ADABAS, ORACLE, SYBASE, SQL Server, INGRES, MySQL. This experience must include planning and coordinating the work of others. In addition, work experience must include at least two years of concurrent experience in technical writing in the form of status reports and documentation of problems and problem resolution as well as presenting verbal reports.
	Functional Responsibility:	Design, develop, implement, and administer databases. Provides technical expertise in the use of DBMSs. Evaluates and recommends available DBMS products to support user requirements. Defines database organization and indexing methods for specific user applications. Working closely with security systems specialist, defines security procedures for backup and recovery and to control user access. Monitors and fine tunes database performance. Establishes standards for data definition and access. Specifies and controls implementation of software enhancements and problem solutions to the operational system. Establishes testing requirements for systems under development. Provides leadership for staff performing technical support, problem resolution, and installation of hardware and software; including the review of work products for correctness and progress in accordance with schedules. Coordinates with the Project Manager to

		ensure problem resolution and user satisfaction. Makes recommendations, if needed, for changes in the supported technical architecture. Prepares status reports and formal presentations on the supported technical architecture to colleagues, subordinates, and end user representatives. Serves as senior DBMS Specialist on complex applications projects in the DBMS design, implementation and administration area. May supervise other DBMS specialists on project teams. Serves as consultant and advisor to system designers to develop DBMS options for system implementation proposals. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance.
	Minimum Education:	<p>Six (6) years of experience in a related field with a Bachelor's or higher in Information Technology, Computer Science, Engineering, Management, or similar field related to the work performed.</p> <p>Eight (8) years of professional experience with a Bachelor's Degree or higher in an unrelated major</p> <p>Twelve (12) years of professional experience with no degree requirements</p>

Labor Category Rates Effective "Contract Award Date"

#	Labor Category:	Rate Per Hour:
1	Sr. Systems Engineer	\$114.86
2	IT Specialist II	\$134.49
3	IT Specialist I	\$105.29
4	Analyst III	\$112.47
5	Analyst II	\$84.23
6	Analyst I	\$74.66
7	Lead Developer	\$90.93
8	Developer II	\$71.79
9	Developer I	\$57.43
10	Technical Manager	\$167.51
11	Application Architect	\$125.87
12	Project Manager	\$124.43
13	Project Co-coordinator	\$86.15
14	Sr. Database Admin	\$123.00

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

MindPetal Software Solutions, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

Sony George, (202) 236-4476 Fax: 240-238-9357

Email: sony.george@mindpetal.com

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

(CUSTOMER NAME)**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**BASIC GUIDELINES FOR USING
“CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.